



ADJC Employee Referral Incentive

Earn up to \$3,000* a year!

How to Participate

1. Identify individuals who will be a good fit to become a Youth Corrections Officer 1.
2. Provide them a YCO Recruitment & Referral Card with your first and last name.
3. Have the applicant apply for the YCO position using the QR Code on the YCO Recruitment & Referral Card.
4. Instruct the applicant to provide the YCO Recruitment & Referral Card to HR on the day of their interview.
5. HR will log and track the applicant and referring employee's names.
6. Applicant completes the YCO hiring process, and is hired on with the department.
7. Referring employee will receive referral incentive payments at 3, 6, and 12 months as long as both employees are still employed with the department.

Ineligible Employees

- ◆ Covered Employees
- ◆ Current Employee Family Members**
- ◆ Agency Director, Deputy/Assistant Director, Bureau Administrator, Program Administrator, Human Resources Staff, Interns, Pool Employees, Contract Employees

* Employees may receive up to \$1,000 per referral, with a maximum of \$3,000 each fiscal year.

** Per ADOA, family member is defined as (spouse, natural child, adopted child, foster child, step-child, natural parent, stepparent, adoptive parent, individual who stood "in loco parentis", grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, or daughter-in-law)

Employee Length of Service	Referral Incentive Payment Amount
3 Months	\$250
6 Months	\$250
12 Months	\$500

If you have any questions or need additional YCO Recruitment & Referral Cards, please contact HR at (602) 542-9262 or HR@azdjic.gov

